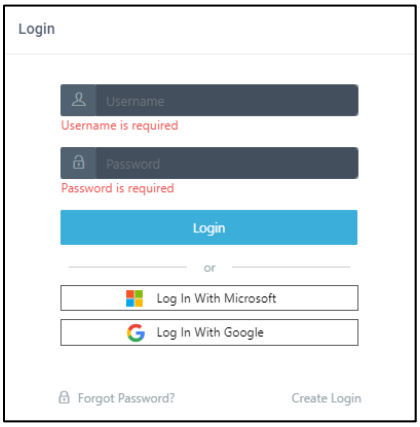
R. How-to complete the annual SAQ validation and/or upgrade version

The following guide only applies to merchants that still retain the same payment system infrastructure that was evaluated in their previous SAQ exercise.

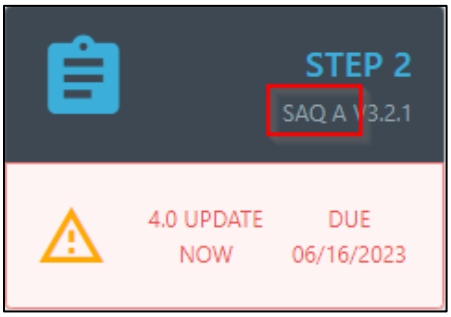
Notes: If you received the mail *"Notificación 30 días para su periodo anual / You are within 30 days of your annual period"*, proceed to step **B**.

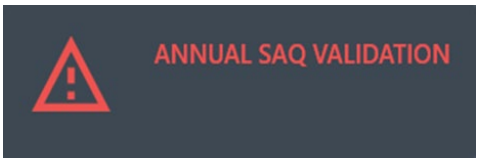
A. Complete the SAQ Annual Validation through the Portal and/or upgrade version:

1. Log on to https://pciportal.gmsectec.com and enter your credentials.

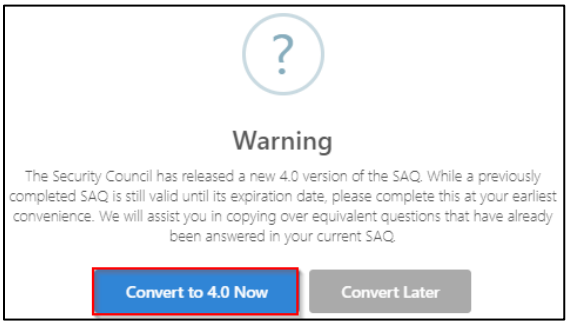


2. Identify and/or note your SAQ type, in STEP 2 of your Control Panel and **click here** or on *Annual SAQ Validation.*



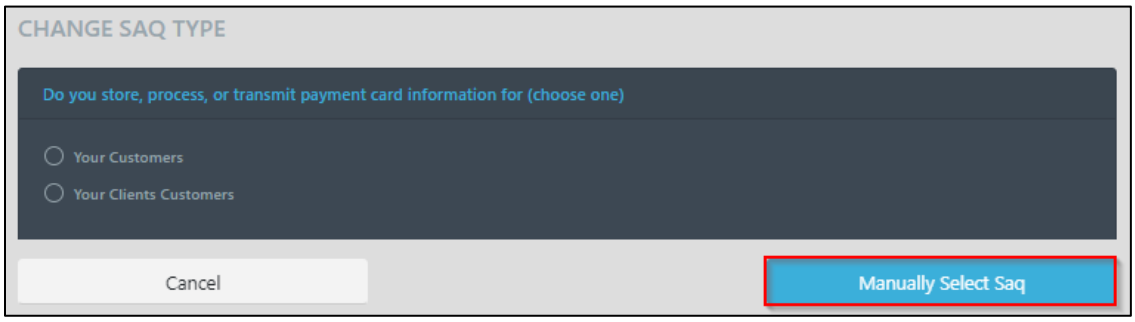


3. In the pop-up message select **Convert to 4.0 Now**

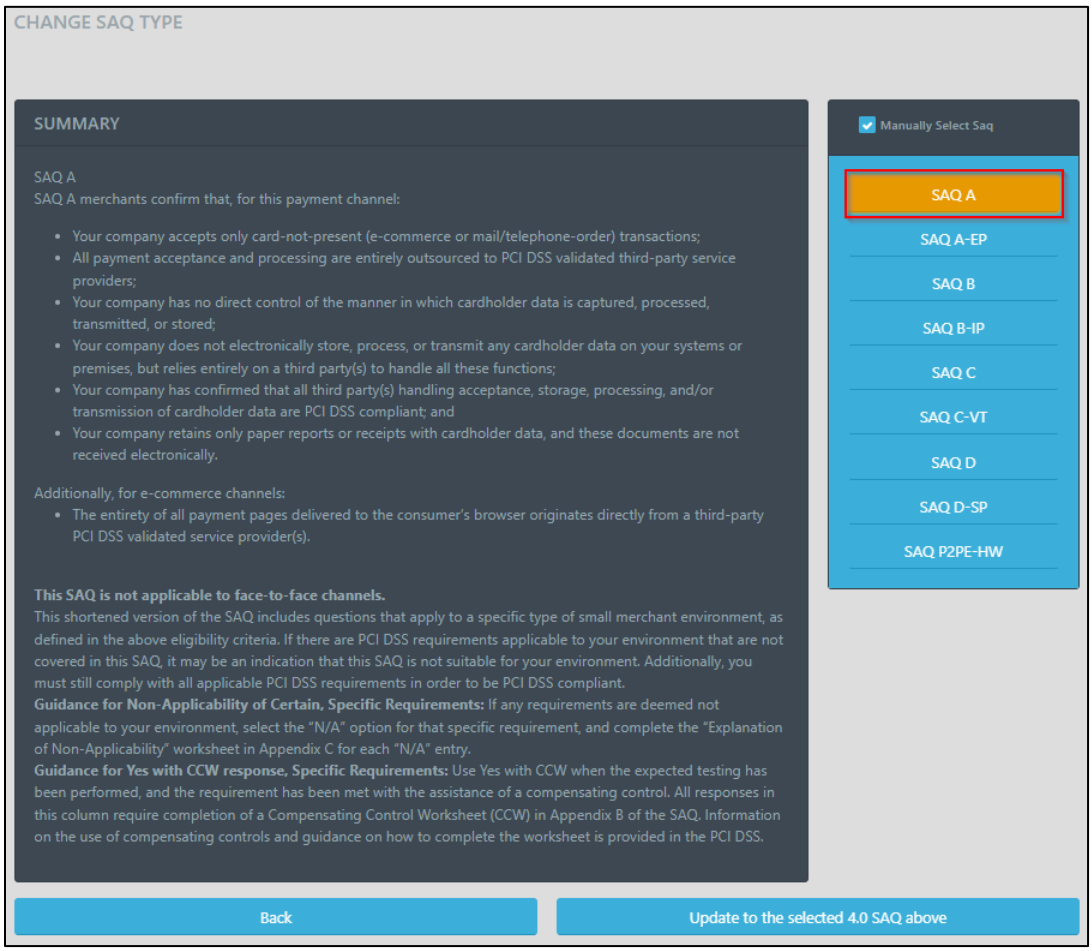


R. How-to complete the annual SAQ validation and/or upgrade version

4. Press **Manually Select Saq**



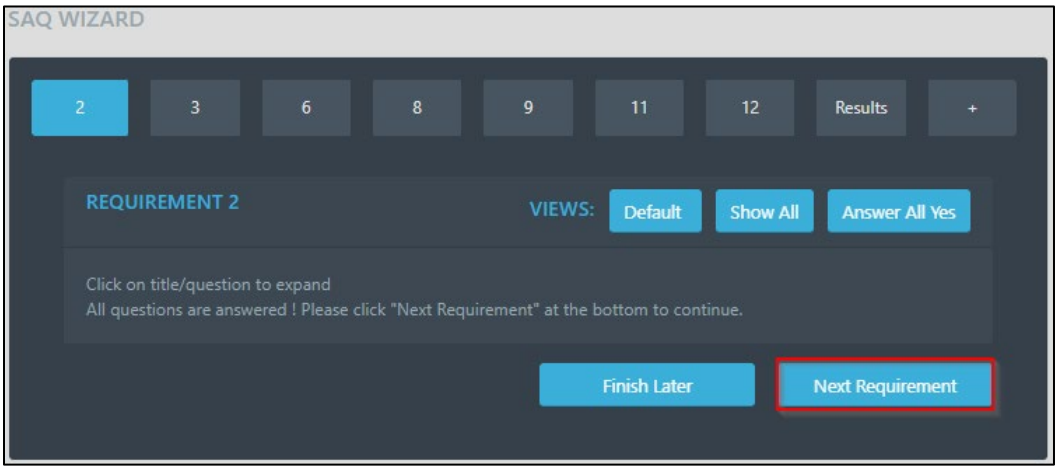
5. In the list of SAQs, select **the same type of questionnaire you identified in STEP 2**



6. Then press **Update to the selected 4.0 SAQ above.**

R. How-to complete the annual SAQ validation and/or upgrade version

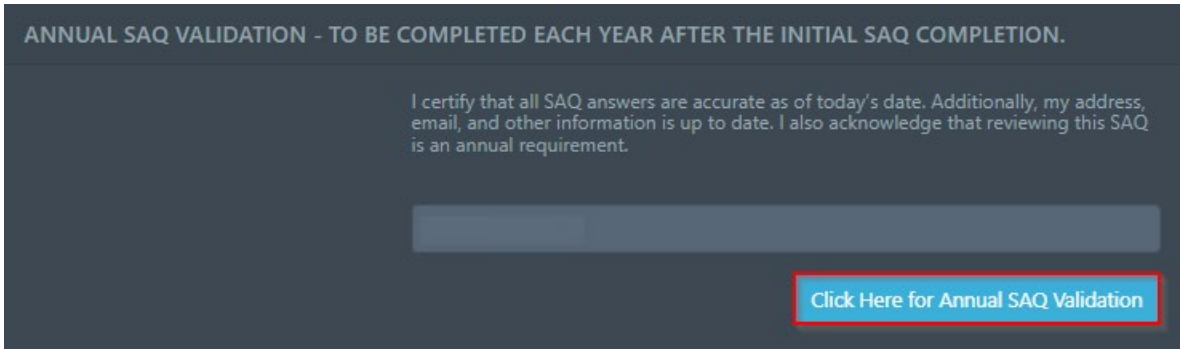
7. The Portal will present you with the requirements applicable to your SAQ, and a message indicating that all questions have been answered. Press **Next Requirement** until the questionnaire is complete.



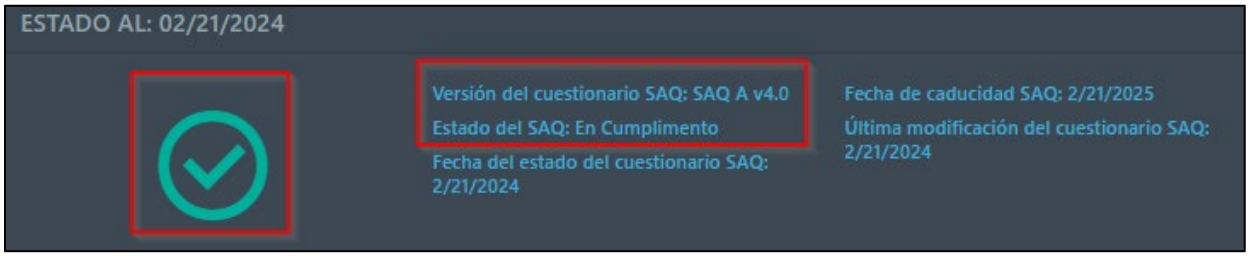
Note: *The requirements applicable to each SAQ are constantly reviewed and updated by the PCI Council. For this reason, there may be new questions that you need to answer. If this is the case, answer the question and press* ***Next Requirement****.*

8. Click Finish to finalize your questionnaire.

9. Then **Click Here for Annual SAQ Validation**



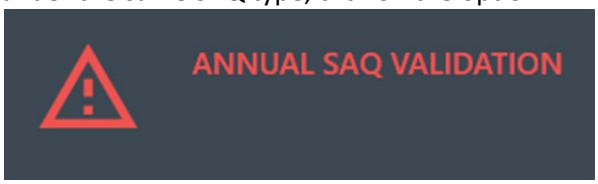
10. You will observe that once the questionnaire is successfully completed, the Portal will indicate that your SAQ is complying for one year.



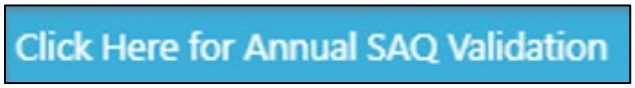
B. Complete the Annual SAQ Validation using the email address you provided "Notificación 30 días para su periodo anual / You are within 30 days of your annual period."

If you registered your email within our Portal, you will be receiving an email 30 days prior to the expiration of your SAQ.

1. If you have no changes in your payment system infrastructure, and you need to perform your Annual Validation under the same SAQ type, click on the option "**Annual SAQ Validation"**



2. Then select the **Click here for SAQ Annual Validation** option.



3. You will observe that once the questionnaire is successfully completed, the Portal will indicate that your SAQ is complying for one year.